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ABSTRACT

This interim report provides some guidelines for the bibliographic control of microforms which at the present time is either inadequate or non-existent on a local level within a given library. A literature search and direct inquiry of librarians revealed that adherence to cataloging rules is inconsistent, there is wide variation in microform classification, microform listing in public catalogs is unsatisfactory, guides for microform holdings are not widespread or standardized, microforms are universally shelved separate from the book collection, microform service is assigned to professional librarians infrequently, U.S. librarians are dissatisfied with their own lack of bibliographic control and the "National Register of Microform Masters" is neglected. Chapter VI lists recommendations for alleviating these problems. A guide to microform bibliographies is appended. (AB)

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PART ONE:

Determination of the Environmental Conditions Required in a Library for the Effective Utilization of Microforms

Donald C. Holmes

PART TWO: (Interim Report)

Determination of an Effective System of Bibliographic Control of Microform Publications

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and
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November 1970

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Office of Education
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FOREWORD

The report which follows presents the results of two distinct studies directed toward solution of two of the major problems which inhibit full utilization of microforms. Since the problems were distinct, although related, different investigators worked on them and the report is presented in two separate parts. Part One deals with determination of the environmental conditions required in a library for the effective utilization of microforms; Part Two is concerned with an effective system of bibliographic control of microform publications.

Part One is the work of Mr. Donald C. Holmes, who served as principal investigator for the environmental portion of the study and as overall project director. Part Two was prepared by Dr. Felix Reichmann and Miss Josephine M. Tharpe, principal investigator and assistant principal investigator, respectively, of the bibliographic control study.

These two studies are part of a larger and still developing whole, known informally as the Microform Technology Project of the Association of Research Libraries. It originated in the summer of 1968 when the Association was awarded a contract by the Office of Education for a study to identify the chief problems inhibiting the full and effective use of microforms as instructional and research tools in libraries, especially college and university libraries. Mr. Donald C. Holmes served as project director and principal investigator for the project.

The result of this effort was an interim report submitted to the Office of Education in the summer of 1969.[1] Emphasis in the report was placed upon the unmet everyday needs of the users of microforms, and it contained a documented list of those problems which have prevented microforms from being used to their full potential. Among the more important difficulties cited by Mr. Holmes were the following:

1) The variety of types of microform, each of which demands specialized equipment for storage and use.

2) The lack of an optimum physical environment for microform use, including proper lighting, temperature and humidity controls and equipment, such as reading machines and furniture.

3) The amount of handling involved in the acquisition, cataloging and use of microforms, which results in loss and damage and subsequent inconvenience to the user.

4) The lack of an adequate system of bibliographic control of microforms, which presents difficulties in their acquisition and cataloging and diminishes access to them.

5) The lack of sufficient data on the most effective means of administering microform collections.

6) The absence of an effective method of insuring that all producers of microforms will observe appropriate production standards.

7) The lack of an authoritative structure or procedure which could effect a more rational decision-making process in determining the most appropriate type of microform for the reproduction of any given publication.

1. Donald C. Holmes, *Determination of User Needs and Future Requirements for a Systems Approach to Microform Technology* (Association of Research Libraries: Washington, D. C., July 19, 1969). For U.S. Department of Health, Education and Welfare, Office of Education, Bureau of Research, Contract No. OEC-0-8-080786-4612(095).

As a result of these findings, the principal investigator concluded that although microforms are essential to the information services offered by all types of libraries, their use will not reach its full potential until these problems are overcome. Consequently, the report recommended a number of research projects aimed at solving the more serious difficulties. These recommendations ranged from the establishment of a permanent national microform agency to a comprehensive and in-depth study of the possible physical and psychological factors involved in the use of microforms.

When it became apparent that the Office of Education was willing to support further research along these lines, the Association decided to pursue two of the recommended studies, each of which appeared susceptible to successful completion with in a limited period of time. The two-part study which follows was the result.

Advisory committees were assigned to each study. The members, all expert in the subject matter of the project for which they were appointed, were:

For Part I (Physical Environment):

Thomas Bagg
National Bureau of Standards

Forrest Carhart, Jr.
Director, Library Technology Program
American Library Association

Charles LaHood, Head
Photoduplication Services
Library of Congress

Carl Nelson
Consultant

Peter Scott, Head
Microreproduction Laboratory
Massachusetts Institute of Technology

Carl Spaulding
Council on Library Resources

For Part II (Bibliographic Control):

Samuel Boone
University of North Carolina Library

Helen Brown
Pennsylvania State University Library

Lyman Butterfield
Editor of Adams Papers
Massachusetts Historical Society

Richard DeGennaro
Harvard University Library

Allen Veaner
Stanford University Library

Mr. Holmes' report on the facilities necessary for the effective use of microforms (Part One) brings to a close that particular phase of the Microform Technology Project. The report on the bibliographic control of microforms (Part Two), however, is an interim report, in that work will continue on this aspect of the project during the next year. Dr. Reichmann and Miss Tharpe will present their final report in June 1971.

ACKNOWLEDGEMENTS

All concerned, and especially the principal investigators, are indebted to the members of the advisory committees for the quantity and quality of the assistance they rendered. Between meetings individual members were available by letter and telephone during the entire period of the investigations, and frequent and profitable advantage was taken of their proferred help. Indeed, several members of the advisory committee for Part One prepared initial drafts of key portions of the report. By means of frequent informal communication between committee members and principal investigators, each committee as a whole kept itself *au courant* with each project as it developed. It should be mentioned, however, that the committees were in fact as well as in name "advisory" and that full responsibility for the reports rests with the principal investigators.

The authors of both parts of the study want to express special gratitude to the two chief officers of the Association of Research Libraries, Stephen A. McCarthy and Louis E. Martin, for adroitly and unobtrusively handling numerous administrative details.

Both the ARL and all others involved with the studies are greatly indebted to those officials at the Office of Education who took interest in the project and made the studies possible by financial support.

Mr. Donald C. Holmes wishes his tanks to be recorded to the numerous individuals and institutions throughout the country who received him cordially, allowed him to inspect their microform facilities, and who imparted many valuable facts, figures and ideas. The author borrowed freely from the best features of their systems and was pleased with the high quality of the work from which he skimmed the cream. These persons and organizations are listed in Appendix A.

Special mention also is richly deserved by Vernon R. Tate, an enduring pioneer of microphotography, whose concepts of the overall problem of environment were gratefully received and used.

An "idea man" to whom Mr. Holmes is particularly grateful is William R. Hawken whose writings, especially those listed in the Bibliography to Part One, have been valuable and reliable contributions not only to this study but the the entire field of microcopying.

Those responsible for the pictorial material in Part One should be given special credit. DeGroot and Associates, Architects, produced the sketches of the proposed carrel. Not only were they meticulous in rendering ideas into graphic form, John DeGroot was also a careful and creative judge of what would be mechanically feasible. Finally, the author wants to thank his friends and former colleagues at the Photoduplication Service of the Library of Congress for the photographs of the microform editing work station which they helped him design and construct.

Felix Reichmann and Josephine M. Tharpe, authors of Part Two, want to add their personal endorsement to the tribute paid above to the advisory committee members with whom they have worked, and continue to work so congenially, and who have contributed so much to their study.

Donald C. Holmes, project director and author of both the Interim Report, which led to this study and Part One thereof, was and is always ready with greatly appreciated advice.

Special thanks are due to Mr. Lyman H. Butterfield whose paper on the microfilm publications sponsored by the National Historical Publications Commission and the Presidential Papers Program is added as Appendix D.

The research paper of Linda and Don Schnieder, who investigated the *National Register of Microform Masters*, was of great help.

The authors of Part Two would like to mention with sincere gratitude the cooperation of Mr. Fred Blum, who put at their disposal his entire correspondence and all the papers he had collected in preparing his thesis, *Guide to Selected Research Material on Microform*, 1968, (Thesis for M.S. in L.S.) Catholic University of America.

Mr. Reichmann and Miss Tharpe are also greatly indebted to the officials of the Library of Congress, to their colleagues in libraries on both sides of the Atlantic and to the many microform publishers who cooperated fully.

I

INTRODUCTION

This study began with ambitious goals: to determine an effective system of bibliographic control of microforms, ranging from an up-to-date catalog of material available in microform to a method of prompt preparation and distribution of quality catalog copy.

Prescriptions, of course, had to be preceded by diagnosis, and so the study was designed to define the nature and gravity of the ailment and accordingly prescribe what must be done.

Neither the investigators, nor, they sense, others involved in the project, foresaw the magnitude or complexity of the problem. It became evident soon after the inquiry was started that in the time allotted no more could be accomplished than a preliminary, though in-depth, investigation and delineation of the problem, followed by recommendations for action. More time would be required for a more thorough investigation of the existing situation, which might refine or even modify some of the findings. Additional study would be needed to explore the feasibility of bringing together and inter-relating the numerous control devices found necessary in this preliminary inquire – although the investigators have come to believe that a single, centrally controlled system will not be found to be practicable. Most particularly, the investigators and the advisory committee felt that the momentum gained by the study should be continued and lead to compilation of concrete bibliographic aids to microforms. The Office of Education concurred and agreed to fund the study for another year. By June 1971, the investigators plan to produce:

A. A tabulation of all existing regulations regarding the processing and servicing of microforms together with recommendations; its coverage will be national and international;

B. An international guide to bibliographies of microforms, check lists and sales catalogs;

C. An international list of commercial microform publishers, with comments on their approach to bibliographic control;

D. Recommendations for making the *National Register of Microform Masters* more effective;

E. A list of institutions on the international level which would be interested in starting a national register in their respective countries;

F. Some suggestions as to how computer technology could be used for better bibliographic control, e.g., inclusion of analytics for large series on microform in the Library of Congress MARC Project.

In addition, a considerable amount of additional questioning of librarians here and abroad will be conducted and the answers tabulated. This follow-up inquiry will involve about 200 American libraries (university, public and state) and a representative number of foreign libraries (especially national libraries, national union catalogs, and other institutions of international reputation).

The text that follows is, therefore, an interim report. The authors hope that it will be a sound foundation for the final report due one year later, and that in the meantime it may suggest guidelines for the management of a highly complex and elusive process: the bibliographic control of microforms, a phrase which should probably be defined. For the purposes of the study, after consultation with the Association of Research Libraries and the advisory committee, the following definition of bibliographic control was agreed upon: "Bibliographic control denotes effective access to material. It directs the inquirer to the material he needs, indicates its location and provides the means of placing it before him."

The study includes all types of microforms: microfilms, microcards, microprints, and microfiches. It encompasses the following materials reproduced in microform: books and periodicals, manuscripts, manuscript collections and archival materials.

The scope of the study involves:

1. Local bibliographic control, e.g., cataloging and classification, shelving, special guides prepared for readers, etc.

2. National bibliographic control.

3. International bibliographic control.

As an interim report, one of its important values may be to stimulate readers to offer further information, advice and criticism. The authors hope it may have such an effect, and will welcome reactions to what they have written.

II

SUMMARY

There is widespread, in fact almost unanimous, lip service paid to the importance of microforms and everyone assumes that microforms will rapidly increase in quantity in the near future. Moreover, everyone agrees that "it is high time that something should be done about bibliographic control." Nevertheless, actual achievements are quite small, considering the magnitude of the task.

Bibliographic control on a local level, within a given library, is inadequate, if existent at all. Less than 5 percent of American university libraries queried are statisfied with their own bibliographic control. In some cases, librarians directly involved with readers' needs sharply disagreed with reports of satisfactory management of microforms submitted by their own institutions. In too many institutions there was no reaction reported from either the readers' service department or the patrons. Although libraries have spent and are spending many thousands of dollars to acquire microforms, their effective use depends largely on serendipity or on the extraordinary memory of a reference librarian.

Adherence to cataloging rules is apparently inconsistent and unstandardized, although reports from libraries are too vague to permit accurate evaluation.

There is also undesirable and wide variation in practice in the classification of microforms in libraries.

Shelflisting of microforms appears to be satisfactory in the majority of libraries.

Listing of microforms in the general public catalog is generally unsatisfactory. There are too many backlogs, too many exclusions (many either arbitrary or haphazard), and too few analytics.

Numerous libraries have special guides for microform holdings, and a very few would be excellent models for others to follow. But this practice is not widespread nor standardized.

Microforms are universally shelved separate from the book collection, most in separate microform reading rooms.

Microform service is generally supervised by a professional department – most frequently the reference department or the government documents section. Only a very few institutions assign professional librarians to assist users of microforms.

One library's idea that the MARC project of the Library of Congress should include microforms with full analytics included received only mildly favorable reaction. Even less enthusiasm was met by a suggestion that analytics for monograph sets owned by the Center for Research Libraries should be filed in the official catalogs of all research libraries.

U.S. librarians are nearly universally dissatisfied with their own bibliographic control of microforms. Lack of sufficient staff seems to be the most commonly blamed cause. Others are: lack of centrally produced analytics; absence of uniform standards among commercial publishers; too much attention to physical format at the expense of content; a prevailing attitude that microforms are inferior to macroforms.

National bibliographical control is crippled largely because its principal instrument, the *National Register of Microform Masters*, is neglected. An excellent tool, potentially, it receives neither cooperation in reporting nor actual use in most libraries. The *Register* probably needs: more publicity; more staff time in the reporting libraries; considerably improved internal organization of titles; simplification and more clarity in its reporting form; and enhancement of microforms as a medium of communication.

International bibliographic control is little more than a mirage. Even within their own boundaries most nations have only rudimentary national bibliographic control of their own microforms, and many countries seem utterly uninterested in the problem. There appears to be, however, gradual improvement in several countries, and some hope that once several nations get their own microform houses in order there may be an international body to achieve coordination.

Recommendations for action are implicit in the above summarized findings and are made explicity in in Chapter VI. They cover cataloging and the standards required, analytics, improvements in the management of the U.S. *National Register of Microform Masters*, internationalization of standards, preparation of a guide to microform bibliographies and an international guide to microform publishers, national registers of microform masters in foreign countries, and the creation of a U.S. microform agency.

III

METHOD AND PROCEDURES

Work on this project began with an extensive literature search. At this writing the card file of items read contains 1,932 entries. They fall into the following categories:

Articles and books read which gave no pertinent information	932
Articles and books read which contained relevant details	103
Articles and books not in the Cornell University Libraries, the content of which seemed to be too dubious to warrant the expense of Xerox copies	182
Titles for directory of microform publishers	605
Titles of catalogs, guides, and checklists of microforms	110
	1,932

As suggested even by this tabulation, pertinent material was meager and even those items contributed little to the problems under study.

Direct inquiry of librarians was undertaken and proved to be much more productive. Since libraries are inundated with questionnaires and often pay scant attention to this type of correspondence, the questions were posed in less formal, personal letters, in interviews and by telephone. So far, 505 letters have been written and a number of telephone calls made. Visits to a large number of libraries would have been too time consuming, and expensive, yet a small sample would not have provided all the information needed. Consequently, field investigation was kept to a bare minimum. It may still, however, be necessary to visit a small number of institutions where, in spite of several letters and telephone conversations, there is not a sufficiently clear picture of operations.

A visit to the Library of Congress resulted in very fruitful conversations with several of its officials. Both investigators participated in a conference on the microfilming of colonial documents at Stony Brook on March 14, 1970. Miss Tharpe attended the 19th Annual Convention of the National Microfilm Association in San Francisco from April 28 until May 1, 1970. Several long telephone conversations with Mr. Vernon Tate, executive secretary of the National Microfilm Association, produced valuable ideas and advice, and Miss Tharpe had the opportunity in San Francisco to discuss with him some of the issues raised by the study.

The investigators are grateful that they were able to attend a meeting of the advisory committee to Part One of this study, and feel that they profited much by the spirited discussion and the ideas of the microform experts on that committee.

Much of the most important input for this study came from its advisory committee. All of the conclusions and recommendations in this interim report were discussed with the committee, although as stated in the Acknowledgements and in the Foreword the responsibility rests entirely on the authors, not upon the members of the committee.

IV

FINDINGS

Local Bibliographic Control

The findings reported below are based on replies to inquiries addressed to 78 libraries, by letter and by telephone. At this writing 67 libraries have responded in full. Preliminary contacts, by letter, have been made with an additional 60 large university and public libraries and with 50 state libraries or library agencies. If subsequent responses add to or modify the data and interpretations in this interim report, they will be appropriately incorporated into the final report.

CATALOGING OF MICROFORMS

Only two of the respondent libraries stated that they do not catalog microforms; sixty-five reported that they do. Quantity, however, as was quickly discovered by follow-up conversations, does not reflect quality. Many serious reservations and qualifications were elicited. In many cases, these were voiced by both the technical services staffs and the reference departments, the latter generally being much more critical. The most discouraging comments related to the proportion of total microform holdings receiving catalogers' attention. Two libraries said, "Mostly"; two, "Partly"; three stated, "We try as hard as we can"; one said, "To some degree." Other remarks were: "Not consistent"; "As far as manpower allows it."

The usual aim is to treat microforms as books where cataloging is concerned. However, in general, series are analyzed only if usable analytics are furnished and the general complaint is that there is not enough staff to provide more. Some libraries have done little in the past but hope soon to be able to give more attention to microforms. Others are less foresighted; they have done nothing in the past three or four years, and do not seem to intend any change in habit.

CATALOGING RULES FOLLOWED

Most libraries use Anglo-American rules. One library uses the Library of Congress Rules of 1949. Canadian libraries, of course, use the official Canadian rules. But, the picture is not absolutely clear, as illustrated by such remarks as: "With some exceptions"; "Descriptions are modified, sometimes abbreviated."

CLASSIFICATION OF MICROFORMS

The two libraries which do not catalog likewise do not classify microforms. They are simply stored. Nine libraries use full Library of Congress classification with Cutter numbers, etc. Four libraries report old holdings in Dewey but all new acquisitions in the Library of Congress classification. Five libraries use the first two letters of the Library of Congress classification followed either by a Cutter number or by sequential numbering. The majority of the libraries (42) use sequential numbering.

There are many variations. Sometimes roll films are classified, while microcards and microfiches are arranged alphabetically. Microprints delivered in boxes are generally classified. Other libraries use sequential numbering for reel microfilms and Library of Congress classification for all other types of microforms. Some libraries classify roll films but use sequential numbering for all other kinds of microforms. One library classifies only serials, using sequential numbering for monographs.

The consensus of the advisory committee was that while cataloging of microforms is essential, close classification is relatively unimportant.

SEPARATE SHELFLIST FOR MICROFORMS

Sixty-five libraries shelflist their microforms. Twenty-five libraries have, in addition to their general shelflist, a separate shelflist for microforms. One library has such a separate shelflist for serials only, and one library is satisfied with having a control file for sequential numbering in the catalog department.

LISTING OF MICROFORMS IN THE GENERAL PUBLIC CATALOG

The two libraries which neither catalog nor classify reported no kind of representation in the general public catalog. Sixty-five libraries said basically "Yes"; however, the usual reservations intrude: "Some"; "Mostly"; and the most frequent, "We have a large backlog in filing."

Practically no library provides all analytics. Some libraries report they exclude serials; many others state, "Series entry only" and the broad reservation "Only partly"; sometimes only reference cards or broad information cards are filed in the catalog.

Some libraries do not list old holdings but have filed cards for microforms acquired within the last ten years. There was also a disturbing confession, "We rely mostly on oral tradition."

BACKLOG IN CATALOGING

Only seven libraries say proudly, "No backlog." Two are a bit more careful and say "Some" or "Not significant." The vast majority have great backlogs. Practically every library is behind in cataloging or filing analytics but, generally, the backlog in microforms exceeds the backlog in books. One library says frankly, "Nothing was done for the last year."

SPECIAL GUIDE FOR MICROFORM HOLDINGS, ESPECIALLY FOR LARGE MICROFORM PROJECTS

Seven libraries have special guides, and three have such guides in preparation. Fifty-seven have no printed guide. One truly excellent handbook was discovered and numerous serviceable tools have been created. In many cases, the reference department has prepared orientation leaflets and has a looseleaf binder for descriptions of and information about various projects. In other cases, microfilm reading rooms have prepared special lists.

LOCATION OF THE BULK OF THE COLLECTION

In all cases microform collections are shelved separately from the general book collection. Seven libraries have a caged area in the stacks; all the others have separate rooms. The rooms are mostly labeled "Microform Reading Room" or "Newspaper and Microcopy Room." One library calls it an "Audio Visual Center," and two institutions have separate rooms next to the photographic laboratory.

LIBRARIAN IN CHARGE

Eight institutions have a professional librarian to assist readers; four have trained library assistants; and one is satisfied with a student assistant.

The microform service is generally supervised by one of the professional departments. The majority of institutions have entrusted this responsibility to their reference departments or to government documents sections. Other libraries report as supervising agency the circulation department or the serials department. One library has, and others are contemplating the appointment of, a microform reference librarian. As indicated, a number of libraries failed to report on this point.

MARC PROJECT

One library suggested that the Library of Congress be asked to include microforms, with full analytics for all titles, in the MARC Project. Other libraries were questioned about their possible interest in such an arrangement. The answers were positive in fifteen cases, but none seemed to exhibit very great enthusiasm. Four said, "Probably"; nine said outright, "No"; and the rest said they would prefer not to answer this question at the moment.

FILING OF ANALYTICS FOR MONOGRAPH SETS OWNED BY THE CENTER FOR RESEARCH LIBRARIES

One library files regularly all such analytics in its official catalog. Ten percent of the libraries whose opinion of this procedure was sought answered positively. Twenty, about 30 percent, would be opposed to such an idea and the rest preferred not to comment at this time.

GENERAL ATTITUDES TOWARD BIBLIOGRAPHIC CONTROL

Four libraries felt thay have satisfactory bibliographic control. In one case, however, the Reference Department very strongly disagreed with this optimistic conclusion. Six libraries voiced strong dissatisfaction with their particular situation. There were many expressions of discontent such as, "This is a murky area and we are very unhappy"; "We rely mainly on the memory of the Reference staff"; or "We are failing the unsophisticated user"; and "We are missing the goal by a fair margin." Another remarked, "We are at best a self-service collection."

The admitted and regretted shortcomings are generally attributed to shortage of staff. One librarian said bluntly, "As long as the library administration does not give us adequate staff, they are imposing upon us an impossible burden."

SUGGESTIONS

The great majority of institutions feel that a possible solution lies in the centralized production of analytics readily available to all libraries, probably best performed by the Library of Congress.

Lack of uniform standards both in production and in bibliographic control on the part of commercial publishers is blamed for a great number of difficulties.

One library suggests a basic change in the approach to processing, namely to devote main emphasis to content and not to physical form. The real problem, however, is that in spite of all the lip service which is given by practically everybody in the profession and also despite the vast amount of money which is spent for microform projects, all materials in microform are still considered second-class citizens.

National Bibliographic Control

The most valuable tool now available for bibliographic control of microforms at the nat onal level is the *National Register of Microform Masters,* administered by the Library of Congress. An excellent survey of the *National Register* by Linda and Donald Schneider, was recently published.* With gracious permission of the authors, the writers of this report will borrow extensively from it in the following pages. Incidentally, the article also confirms completely the findings of the preceding section (Local Bibliographic Control) which was written before an advance copy of the article was made available.

The *National Register* was established in 1965 with a grant from the Council on Library Resources. Its objectives were:

1. To provide a complete listing of microform masters from which libraries might acquire prints when needed and thus avoid the expense of a new master, and

2. To help libraries assure the preservation of our intellectual heritage by identifying those microform masters that meet the requirements for such preservation.

It does not list technical reports, foreign archival manuscript collections, United States dissertations, or newspapers. The latter are listed in *Newspapers on Microfilm*.

The *Register* consists of two files, master negatives and master preservation negatives. Master negatives do not circulate, being used only to produce positive copies. Master preservation negatives must neither circulate nor serve as copying media; they must be housed in a temperature-controlled, fire-proof space and must be owned by a responsible, non-profit institution.

All major libraries have bought copies of the *Register,* but the answers to the Schneider questionnaire, which agree with the data gathered for this report, indicate that this important tool is neglected. According to the Schneiders, only five institutions report regularly to the *National Register*. Responses to the letters and telephone conversations intended to elicit information for this report indicated a higher number of regularly reporting institutions: sixteen. An even higher number was cited in a letter from the Library of Congress. The discrepancies may be due, like those relating to cataloging microforms, to differences in point of view as to what constitutes "reporting," differing interpretations among a library's director, head of technical services or head of readers' services, or differences in the wording of questions posed. Six libraries report, "When we have time"; four have the best of intentions to begin; two admitted to large arrearages; thirty-nine libraries answered that they report nothing whatsoever. Regardless of the strict accuracy of the statistics, it is obvious that cooperation of libraries with the *Register* is shockingly poor and a threat to the continued utility of a well conceived and generously financed national program.

The Schneider survey discovered that the *National Register* is not used regularly or efficiently in most libraries. Neither users nor librarians in the majority of institutions che.. the *Register* as a possible source for out-of-print material. It is usually not regularly consulted even before a new, quite possibly duplicative, negative microfilm master is ordered.

The reasons for this neglect are manifold:

1. The scarcity of literature in library journals explaining the objectives, the scope and the possible application of the *National Register.*

*Linda and D. W. Schneider, "Microform Masters: A National Need," *Southeastern Librarian,* 20 (Summer 1970) 106, 7.

2. The report form includes a number of technical questions which most catalogers cannot answer. By contrast, the reporting to the *National Union Catalog* is much simpler and it, therefore, enjoys much fuller cooperation.

3. The uncertainty in the mind of many librarians about what really is the accepted definition of a microform master. (The definition of a microform master should be reconsidered. Perhaps it should be broadened, thus eliminating a number of technical questions from the report form.)

4. The organization of the *Register* does not lend itself to easy use. In Part One, available titles are listed by Library of Congress card numbers. This unusual arrangement has worked as a deterrent to use. Parts Two and Three (titles which have no Library of Congress cards and serials) are arranged in the conventional manner by main entry.

5. Insufficient staff or, to express it bluntly, the widespread neglect with which most library administrations still treat all microforms.

International Bibliographic Control

In 1963, UNESCO accepted a recommendation made by its International Advisory Committee on Bibliography, and commissioned the Bibliothèque Nationale in Paris "to prepare a study on how information on all types of microphotographic reproduction is secured and distributed." A second part of this survey was concerned with preparing a list of works which should be microcopied or republished. The first part of the survey, most relevant to the concerns of this report, was published in the *UNESCO Bulletin,* 19 (May 1965): 136-172.

The Bibliothèque Nationale sent 185 questionnaires to 22 countries but only 63 replies were received, (less than 35 percent response) and of this number only 35 (less than 20 percent of the total) answered all questions. Such unresponsiveness from institutions of international standing must be suggestive of the regard they have for micro-media.

The countries included in the Survey were: Australia, Austria, Belgium, Brazil, Canada, Denmark, France, Federal Republic of Germany, Italy, Japan, Mexico, Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, Union of Soviet Socialist Republics, United Arab Republic, United Kingdom and United States of America.

All countries that answered the questionnaire evidently make a great number of microphotographs mainly for preservation purposes. But bibliographic control is nonexistent. Summarizing the most important answers by country:

Austria – There are no specific provisions and no means of information regarding possible purchase of microcopies.

Belgium – The National Bibliography reports microcopies "in principle." For the rest the potential patron is advised to look through the periodicals of his field. The Centre d'Histoire Contemporaine of the University of Ghent (Professor d'Hondt) has a list of Belgian newspapers on microfilm.

Canada – The best known publication is *Canadian Newspapers on Microfilm* issued by the Canadian Library Association. Most sources of microfilm are listed in U. S. publications.

Denmark – Microcopies are not listed in the National Bibliography. There are no existing information media. The best commercial firm is Minerva Mikrofilm in Copenhagen.

France – Microcopies are not mentioned in the *Bibliographie de la France* and very few reviews or other notices can be found in scholarly periodicals. However, a number of firms are very active: Association pour la Conservation et la Reproduction Photographique de la Presse (ACRPP), Les Appareils Controleurs, and the Service International du Microfilm.

Federal Republic of Germany – No bibliography and no commercial firm reported.

Italy – The National Bibliography and most journals completely overlook microforms. The reply mentions the firm, Micron, in Florence which distributes the catalogs of Micro-Methods of Washington, Lang of Switzerland and the International Documentation Center (IDC) of Tumba (now Switzerland and the Netherlands). The report also mentioned the microreproduction program of the State Archives and of the Institute of Book Pathology in Rome.

Japan – National Bibliography did list "if the legal deposit principle has been observed." (It seemingly is not being observed.) Toyo Bunko mentions a union catalog of microfilms not for sale.

Netherlands – The Technical University Library of Delft is headquarters of the Microfiche Foundation. The respondent did not know of any catalogs. Microfilms are not mentioned in the National Bibliography and there is no other information available.

Norway – The Norwegian correspondent does not know of any firm reproducing microfilms and if micropublications are not recorded in the National Bibliography, there is no way of locating them.

Poland – No large-scale commercial production of microforms is mentioned; however, both the National Archives and the National Library of Warsaw have a very extensive safety film program. There have been plans for the recording and publication of catalogs of microforms but no compilation has been announced.

Portugal – The National Library in Lisbon does not know of any firm producing microforms nor of any bibliography.

Spain – Seemingly, no microforms of any sort are available in Spain.

Sweden – The International Documentation Center (formerly Tumba) has produced a large number of non-Swedish publications on microfiche. Microfilms of Swedish daily newspapers are produced by Rekolid in Stockholm.

Switzerland – Swiss libraries report a very limited use of microcopies. The National Library in Bern does not appear to have any and the Schweizerisches Sozialarchiv buys its microfiche from the Netherlands. The Swiss National Library states that microforms would be listed in the National Bibliography if they were produced in Switzerland.

Union of Soviet Socialist Republics – Many libraries produce microfilms on request but there is no special establishment for the sale of microforms.

United Kingdom – Attention is called to the Council for Microphotography. The National Library of Scotland in Edinburgh has a publication, "Out-of-Print Works on Manuscript on Microfilm Held in the Scottish Central Library," Edinburgh, 1962. The British Museum has a list of newspapers on microfilm. No bibliographic control exists at the moment; however the Science Museum Library urgently suggested a union catalog of microforms.

The report ends with a number of conclusions. Those relevant to this study are:

1. It is desirable, in each country, to improve the bibliographic control of microcopies, whether they be on sale or merely used for the printing of positive copies at the instance of individuals; the

best means of ensuring this control appears to be the compilation by national centres of registers of master microfilms, whether developed negatives or virtual microcopies. According to the structure of its record offices and research establishments, each country could have either a single national centre or a number of centres, each specializing in one or more categories of documents. Initial information should be supplied to the national centres in standardized form by the producers. So long as such information could not be reliably obtained from the producers, it should be sought out by the national centres by all suitable means. National centres responsible for the registers in question should issue, not less than once a year, systematic lists of completed or projected microcopies; obviously, too, there should be interchange of information between them at the international level along the same lines as between national centres for international exchanges or interlibrary loans. In a number of cases the proper place for such bodies would be attached to the national loan or union catalogue centres.

2. The compilation of such registers should proceed *pari passu* with the standardization of manufacture, storage and cataloguing, to be studied jointly with ISO, national standards organizations, the International Federation of Library Associations and the International Federation for Documentation, as well as the International Council on Archives.

The investigators for this study have only begun to extend their inquiry to countries outside the United States. They have carefully read the literature and written a great number of letters, many not yet answered. Many of the answers were too incomplete to permit tabulation. However, it is possible at this time to supplement to a small extent the information gathered from the UNESCO-Bibliothèque Nationale survey.

Australia – The Queensland University Press in Brisbane has published a catalog of available microfilms.

Austria – The Austrian State Archives is engaged in a systematic microfilm reproduction of important archival material.

France – The Service International du Microfilm is very much interested in bibliographic control. The Archives Nationales de France in Paris has published four catalogs of microfilms in the Archives Nationales and in the Archives Departmentales.

Federal Republic of Germany – Important commercial firms are Microfilm Archives of the German Language Press in Dortmund and Mikrokopie in Munich.

Hungary – Although Hungary has no central bibliographic control of microforms a number of important catalogs have been published. The academy of Science published in 1959, *Microcard Catalogue of the Rare Hebrew Codices, Manuscripts and Ancient Prints in the Kaufmann Collection, Reproduced on Microcards.* The Academy also stated that "in addition to the items enumerated in the Catalogue, the full collection of manuscripts has also been photographed." Other important catalogs of microforms have been published by the National Széchényi Library, and the Hungarian National Archives. The Hungarian National Archives reported that the holdings of the Film Library of the National Archives, Section X, January 1, 1959, were listed in vol. 2 of *A Magyar Országos Levéltar fond es allagjegyzeke*. Also supplied by the Hungarian National Archives was a list of seven different catalogs published in 1968-1969. Each catalog is devoted to a specific category of material which has been filmed for the National Archives Film Library, e.g., two catalogs are devoted to Austrian archival materials, one to Rumanian archival materials, one to Czechoslovakian archival materials, etc.

Italy – The Italian scene is very interesting. Seemingly a significant amount of microreproduction has been done, but because of government regulations the majority of the microfilms cannot be bought. The Archivio Centrale dello Stato has a "Schedario Nazional degli Archivi Fotoriprodotti." The Biblioteca Nazionale Centrale in Rome has microfilms of important Italian newspapers, though no printed list is yet available. The library has negative microfilms of 35 newspapers, mostly broken files. No positive copy is available for sale. The Instituto di Patologia del Libro has 24,489 microfilms of manuscripts selected by the Ministry of Public Education from 34 libraries. The greatest number (5,969) is from the Biblioteca Laurenziana

in Florence. There is no printed catalog, but the Institute has eight card catalogs which list the manuscripts by author, provenance, former owners, names of scribes, dates, etc. In the distant future this list may be published in the *Bollettino* of the Institute. The libraries have both negative and positive copies, the latter designated for internal use and interlibrary loan. The Institute has another positive copy.

Japan – Yushodo Microfilm Publications has published a catalog of microfilms for sale.

United Kingdom – The British Public Record Office has microfilmed many archival materials and is currently engaged in a number of filming projects. It is quite likely that a number of local record offices may also have microfilms for sale. Inquiries resulted, for example, in receipt of a list of microfilms for sale, issued by the Essex County Record Office. A number of English firms are actively engaged in producing microforms, e.g., Micro-Methods Ltd. and World Microfilms.

With very few exceptions, most libraries abroad are interested in microreproduction not only for preservation purposes but also as a means of securing out-of-print material. (As a humorous aside, replies from two countries stated that they have all the books they need!) No foreign country, insofar as evidence received at this time indicates, has even a rudimentary bibliographic approach to microforms. The Library of Congress' *National Register* did not exist when the UNESCO-Bibliothèque Nationale survey was made, but it seems to be as unknown abroad now as it was then. None of the foreign correspondents approached by the investigators for this study indicated that they had heard of the *National Register*. There is no doubt that practically every country would like, and surely needs, a similar institution. Perhaps a productive first step would be informing them of what the U.S. has done, and perhaps warning them of the mistakes encountered.

For the time being, the two investigators have discounted the idea of any kind of monolithic international control of microforms. Instead, national policies may be the most efficient approach to international bibliographic control. Coordination among nations could follow. It seems natural and right that every country should work its way towards setting up its own national register of microform masters.

Numerous individuals abroad have expressed great interest in international control. For example, Ferréol de Ferry, Conservateur en chef aux Archives Nationales, Paris, while in principle agreeing with the independent approach suggested above, nevertheless feels that some type of international liaison between the national registers would be essential. He invited attention to the microfilm committee of the International Council for Archives (UNESCO). This committee has recently decided to publish a new bulletin which will have as its main purpose the dissemination of information about the application of microfilm in public archives. The editor of this bulletin will be Dr. Borsa from the Hungarian National Archives.

V

CONCLUSIONS

An interim study should perhaps not be so conclusive as to have a chapter entitled "Conclusions." Yet certain facts and trends have become so obvious that they can be stated at this time.

In his Interim Report, submitted to the Office of Education on July 19, 1969, Donald C. Holmes concluded: "Microforms are used by librarians as 'substitutes' – in the full pejorative sense of the term – for conventional material; . . . users accept and use them only as a source of important information which may not otherwise be available." This investigation emphatically confirmed his generalization and found that it applies not only to U.S. librarians, but is world-wide. Nobody denies the importance and usefulness of microform reproductions, but very few library administrators draw the obvious conclusions and even these few are not taking or planning necessary actions. Everyone predicts that the number of microreproductions will increase rapidly year by year, and one has only to observe the rapid growth of the microform industry and the proliferation of large microform projects to agree with this prediction. Almost no one, however, has well formulated plans for channeling this flood of material through the libraries' main canals of processing and servicing. An administrator may be concerned with the question, "How can I pay for all these tantalizing projects?" but too often he relaxes and enjoys the prospect of enriching his library's holdings and blissfully follows the salesman's standard advice: "Do not buy single books when you can buy whole libraries." But what will be done after these many thousands of bibliographic units, which are contained in a single microform project, have been acquired?

One can shrug one's shoulders and hope a *deus ex machina* will appear when one has to cross this bridge. This bridge must be crossed right now and no existing god is in sight.

The most serious problem underlying most deficiencies in bibliographic control is psychological in nature. There is a prevailing apathy and even a spirit of defeatism. When a state of mind is the cause of an undesirable situation, no easy solutions can be found.

It is possible, however, to take too gloomy a view of the situation. Some rays of hope are visible.

Only a minority at the moment, but soon a strong and vocal majority, insist that we have to abandon lip service and accept the facts fully without restraint. Some important, forward-looking steps have clearly been taken. The Association of Research Libraries has been vitally interested in this problem for the last ten years. It sponsored the basic survey of Wesley Simonton* and finally the *National Register* was established. The *National Register* is still in its infancy and has suffered some childhood diseases, but it can grow and develop into a pivotal tool.

Bibliographic control at the local level is not satisfactory at the moment, but a sincere concern to solve the problem is manifest. At the international level, bibliographic control is hardly existent but here too prospects for improvement are apparent. Mr. Holmes has already remarked that the slight of microforms is not limited to librarians but is shared by library patrons. Many readers accept microforms only reluctantly and as *ultima ratio regis*; they jokingly compare the use of microforms to "kissing a girl through a pane of plate glass." Improvements in optical reading instruments and better environment for the use of microforms can, in the long run, overcome this resistance.

*Wesley Simonton, "The Bibliographic Control of Microforms," *Minutes* of the 57th meeting of the Association of Research Libraries, July 8, 1961, pp. 28-41. Reprinted in *Library Resources and Technical Services,* 6 (Winter 1962): 29-40.

The very fact that this present study was conceived by the ARL and funded by the Office of Education demonstrates interest and concern on the part of influential persons and organizations in positions where positive actions can be taken. If the recommendations in Part One and Part Two of this study are deemed sound, they can serve as guidelines for such actions.

VI

RECOMMENDATIONS

1. No microform project should be produced without adequate catalog cards. The entries should conform in every respect to the Anglo-American cataloging rules so that they can be filed without any difficulties.

2. The Library of Congress should give high priority to the processing of microforms, but avoid duplication of fully acceptable work of a commercial publisher.

3. The Library of Congress should further consider the inclusion of microforms and analytics for them in the MARC project.

4. Papers published in the professional journals should urge library administrators to assign adequate manpower to the processing and servicing of microforms.

5. International uniform standards both for production and bibliographic control should be developed, agreed upon and enforced to the fullest extent.

6. The most important national tool, the *National Register of Microform Masters*, must be much better supported. A veritable campaign should be mounted to accomplish the following:

   a. Publishing a number of papers in the professional journals and delivering speeches at national and state professional meetings to explain the objectives, the scope and the uses of the *National Register*;

   b. Broadening the definition of a microfilm master and explaining the accepted definition clearly, thus eliminating some technical questions from the report form;

   c. Devising a simple and widely distributed report form;

   d. Reorganizing the *Register* so that it would conform with internationally accepted standards of bibliographic organization;

   e. Identifying in the *National Register* those departments or individuals in American libraries who are assigned primary responsibility to report to the *National Register* and maintaining systematic contact with them.

7. A Winchell-like guide to bibliographies of microforms should be prepared and kept up to date. Each item in it should contain:

   a. A brief descriptive annotation;

   b. Description of format, including number of reels, number of cards, etc;

   c. Statement of availability for:

      - Purchase
      - Interlibrary loan
      - Use only in the owning library

d. Address of selling or lending library or other organization;

e. Statement as to whether catalog cards, printed checklists, or guides are provided by the publisher;

f. Library of Congress card number if available.

8. An international directory of microform publishers should be compiled and kept up to date.

9. Continuous contact should be maintained all over the world with the national libraries or national union catalogs and every encouragement should be given for the establishment of a national register of microform masters in every country.

10. A national microform agency should be established as soon as possible. This agency would:

a. Establish and publish standards for microform publications both in terms of technical production and bibliographic control;

b. Review all forthcoming microform publications from the point of view of the above standards and publish its findings;

c. Keep the international guide of microform bibliographies up to date;

d. Keep the international directory of microform publishers up to date;

e. Keep in contact with national libraries and national union catalogs with respect to bibliographic control of microforms;

f. Emphasize by means of published articles and papers read at state, national, and international professional meetings the need for having microform publications processed and serviced as adequately as other library materials.

Appendix A

GUIDE TO MICROFORM BIBLIOGRAPHIES

(A Sample)

Note: In this sample of a proposed *Guide*, the bibliographies, checklists, catalogs, etc., are grouped according to the type of material covered. It is possible that as work progresses some other arrangement may appear more useful.

In preparing entries for this sample, special effort was made to include various items of information suggested by the advisory committee at its meeting on April 13, 1970. The number of blanks demonstrate that the information deemed useful by the committee often does not appear in the publication itself. In order to secure the desired information for each publication listed, it will be necessary to send inquiries to individuals, libraries, and other institutions.

Manuscripts

Clagett, Marshall. "Medieval Mathematics and Physics: A Check List of Microfilm Reproductions." *Isis* 44:371-81. December 1953.

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders:

4. Professor Clagett's collection of microfilms of books and manuscripts is valuable for the student of medieval intellectual history. The arrangement of the "Check List" is alphabetical by author, with necessary cross references. In general, the abbreviations used are those employed by Lynn Thorndike and Pearl Kibre in their *Catalogue of Incipits of Medieval Scientific Writings in Latin* (Cambridge, Massachusetts, 1941).

Clark, Kenneth Willis, ed.

Checklist of manuscripts in St. Catherine's Monastery, Mount Sinai, microfilmed for the Library of Congress, 1950, prepared under the direction of Kenneth W. Clark, general editor of the Mount Sinai Expedition, 1949-50. Washington, Library of Congress Photoduplication Service, Library of Congress, 1952. 53p.

52-60038 rev.

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies may be purchased at current prices.

3. Orders: Photoduplication Service
   Library of Congress
   Washington, D. C. 20540

4. Indexes with brief but precise identification of the 1,687 manuscripts from the library of St. Catherine's Monastery, Mt. Sinai, selected for microfilming in 1950 under the auspices of the American School of Oriental Research with the support of the Library of Congress. Also listed are 1,284 miniatures taken from 113 manuscripts which were copied on 4 x 5 inch photographic negatives. Also included are 671 Turkish firmans and 1,071 Arabic firmans and other Arabic historical documents.

Clark, Kenneth Willis, ed.

Checklist of manuscripts in the Libraries of the Greek and Armenian patriarchates in Jerusalem, microfilmed for the Library of Congress, 1949-50, prepared under the direction of Kenneth W. Clark, director and general editor of the Jerusalem Expedition, 1949-50. Washington, Library of Congress Photoduplication Service, 1953. 44p.

52-60045

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies are available at currently published rates.

3. Orders: Photoduplication Service
   Library of Congress
   Washington, D. C. 20540

4. Indexes with economy of description but with precise identification the 998 manuscripts from the library of the Greek Orthodox Patriarchate and the 32 from the library of the Armenian Patriarchate selected for microfilming in 1949/50 under the auspices of the American School of Oriental Research with the support of the Library of Congress. Also listed are the 1,187 miniatures (755 from the codices of the Greek Orthodox Patriarchate and 432 from the Codices of the Armenian Patriarchate) copied on 4 x 5 inch photographic negatives.

Katalog mikrofilmow muzycznych. 1- Warszawa, 1956-

Issued by Stacja Mikrofilmowa and by Zaklad Muzczny of the Biblioteca Narodowa.

60-31399

1. Type of Microform: Microfilm

2. Availability and Price: Positive prints and enlargements available. Charges are calculated according to current official price list. Microfilms may be examined in the reading room of the Microfilm Center of the National Library in Warsaw (Stacja Mikrofilmowa Biblioteki Narodowej w Warszawie); positive microfilms may also be borrowed by other libraries for a month.

3. Orders: Stacja Mikrofilmowa
Biblioteca Narodowa
Palac Rzeczypospolitej
Plac Krasińskich 3/5
Warsaw, Poland

4. Lists the valuable musical manuscripts, scores, books and related materials microfilmed by the National Microfilm Centre in order to bring together historical sources of Polish music. Volume I (1956) enumerates musical sources of the XIXth and XXth centuries microfilmed, 1950-56, while Volume II (1962) enumerates musical sources belonging to state and ecclesiastical collections in Poland as well as from some foreign collections, microfilmed, 1957-61. Included in Volume II are medieval manuscripts (since the XIIthe century), manuscripts and rare prints of the Renaissance and of the XVIIth and XVIIIth centuries. The "Introduction" of the *Katalog* notes that the microfilming of historical sources of Polish music is not yet finished. Apparently, additional volumes of the *Katalog* will be published.

Magyar Tudományos Akadémia, Budapest. Könyvtár.

Microcard catalogue of the rare Hebrew codices, manuscripts and ancient prints in the Kaufmann Collection reproduced on microcards. Introduced by a lecture of the late Prof. Ignácz Goldziher. [Editor: R. Gergely] Budapest, Pub. House of the Hungarian Academy of Science, 1959. 44 p. (Publications of the Oriental Library of the Hungarian Academy of Science, 4)

67-5040

1. Type of Microform: Microcard or Microfiche

2. Availability and Price: Available for purchase. Prices given upon request.

3. Orders: Requests and inquiries should be addressed to:

Oriental Library
Hungarian Academy of Sciences
Akadémia utca 2
Budapest V, Hungary

4. Lists the most important items (Hebrew codices, manuscripts, and books) of the David Kaufmann Collection. Also available on microcard or microfiche is a copy of the complete catalog of the Collection, compiled and published by Dr. Max Weiss, *Katalog der hebräischen Handschriften und Bücher in der Bibliothek des Professors Dr. David Kaufmann.* Frankfurt am Main, J. Kaufmann, 1906. 280 p.

St. Louis University. Libraries.

A checklist of Vatican manuscript codices available for consultation at the Knights of Columbus Vatican Film Library. (In *Manuscripta*. vol. 1 (1957) 27-44, 104-16, 139-74; vol. 2 (1958) 41-49 84-99, 167-81; vol. 3 (1959) 38-46, 89-99; vol. 12 (1968) 176-78. Appendix.

1. Type of Microform: Microfilm

2. Availability and Price: Scholars interested in Vatican manuscripts are welcome to use them in the Pius XII Memorial Library of St. Louis University. Reels of microfilm are not available on interlibrary loan, but reproductions of individual manuscripts may be ordered through the St. Louis University Library from the Vatican Library in Rome.

3. Orders: Inquiries should be addressed to:

   Charles J. Ermatinger, Librarian
   Knights of Columbus Vatican Film Library
   Pius XII Memorial Library
   St. Louis University
   3655 West Pine Boulevard
   St. Louis, Missouri 63108

4. The *Checklist* consists of the codex numbers of Vatican Library manuscripts microfilmed over a period of years for the Knights of Columbus Vatican Film Library. In *Manuscripta.* vol. 12 (1968) 170-75, Charles J. Ermatinger discusses several related projects in his article entitled "Projects and Acquisitions in the Vatican Film Library."

U. S. Library of Congress. Processing Department.

British manuscripts project; a checklist of the microfilms prepared in England and Wales for the American Council of Learned Societies, 1941-1945. Compiled by Lester K. Born. Washington, Library of Congress, 1955. 179 p.

55-60041

1. Type of Microform: Microfilm

2. Availability and Price: Copies available for purchase at the cost of positive prints.

3. Orders: Photoduplication Service
   Library of Congress
   Washington, D. C. 20540

4. Lists the "contents of the 2,652 reels of microfilm containing reproductions of nearly five million pages of manuscript and, in a few instances, rare printed materials found in some of the major public and private collections of England and Wales." Listing is in alphabetical order by name of depository; within a depository, alphabetically by collection and within a collection, by numerical sequence of manuscripts. For each item there is provided the accepted designation by depository name and number; a short enumeration of the contents of the item plus the number of the reel (together with the position on the reel) on which the item is reproduced. Each item is prefixed by a serial number which serves only for reference in the Index which is limited to personal and geographic names (see "Introduction" for further limitations of the Index).

Yale University. Library.

Plato manuscripts: a catalogue of microfilms in the Plato microfilm project, Yale University Library. Edited by Robert S. Brumbaugh and Rulon Wells, with the assistance of Donna Scott and Harry V. Botsis. New Haven, 1962. 2 v.

62-6916

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders:

4. The *Catalogue,* a photographic reproduction of the card catalogue prepared by the Project, represents a new and accurate inventory of the older (pre- and post-1600) manuscripts (except the Paris A and Bodleian B which are available in photographic facsimile) and their contents, with leaf location. Issued in two installments or parts: Pt. I covers the manuscripts in Belgium, Denmark, England, Germany, and Italy. Pt. II covers manuscripts in Austria, Czechoslovakia, France, Holland, and Spain; Post-1600 manuscripts in Belgium, Denmark, England, Germany, and Italy plus Addenda to Pt. I. While the Project did not set out to acquire systematically microfilms of post-1600 manuscripts, it was decided to include those listed in L. A. Post's "List of Plato Manuscripts" in his *Vatican Plato and its Relations*. Middletown, Conn., 1934.

Within each country arrangement is by city and by library; within each library, manuscripts are given in the order in which they occur in it, with the leaf numbers of the several dialogues indicated. The manuscript Bodleian B (Clark .39) is described in the same way, but separately in the Appendix to Pt. I, while manuscript Paris A (Grecs 1807) is described in the Appendix to Pt. II. Also in Pt. II is a "Cumulative Index by Dialogues."

Entries are numbered consecutively for easy reference and film and reel numbers are given. Also included for each entry is a number referring to L. A. Post's "List of Plato Manuscripts" in his *Vatican Plato and its Relations*, which was used to check orders and accessions. Although Post did not number his entries, the enumeration used in the *Catalogue* follows his order of listing.

Note: In the "Introduction" to *The Plato Manuscripts: A new Index,* New Haven, 1968, mention is made that a third and final part of the *Catalogue* will be published as soon as all cards have been processed.

Yale University. Library.

The Plato manuscripts; a new index. Prepared by the Plato microfilm project of the Yale University Library under the direction of Robert S. Brumbaugh and Rulon Wells. New Haven, Yale University Press, 1968. 163 p.

68-13898

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders:

4. The *Index,* based on a new catalogue from microfilm of the extant pre-1500 manuscripts containing Plato's works in whole or in part, is in two sections; the first, "Manuscripts Listed by Library," and the second, "Manuscripts Listed by Dialogue." Two useful supplementary indexes, "Index of Collated Manuscripts (Arranged by Library Location)" and an "Index of Collators' Abbreviations" are followed by three appendices, "List of Papyri," "An Epigraphic Note" and "Bibliography."

American Historical Association. Committee for the Study of War Documents.
A catalogue of files and microfilms of the German Foreign Ministry Archives, 1867-1920. [Washington] 1959. 1290 columns.

59-2654

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies available. See 3. below.

3. Orders: The large majority of the negatives are held by the Air Ministry, London, but a substantial number are held by the National Archives, Washington; the others are scattered among eight institutions in the United States and abroad. Since conditions and prices for the provision of positive copies of the film vary, requests for such copies and inquiries regarding the microfilms should be addressed to the institutions listed on p. xl-xlii of the "Introduction" to the *Catalogue*.

4. Designed to present a complete record of the Political Department of the German Foreign Ministry, 1867-1920, this *Catalogue* also provides details of the microfilming of these files done by the German War Documents Project of the American, British and French governments, by other governments, by certain universities and other institutions, and by private individuals. Up to 1952 only official representatives of other governments were allowed access to the files and all microfilming was done on their behalf. In 1952 the custodial governments decided that the pre-1920 files should be made generally accessible for microfilming provided that all films should be available for copying.

Diaz, Albert James.
A guide to the microfilm of papers relating to New Mexico land grants. Albuquerque, University of New Mexico Press, 1960. 102 p. (University of New Mexico publications. Library series, no. 1)

58-13301

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders:

4. The *Guide* is designed to assist the researcher in using the papers relating to New Mexico land grants from the U. S. Bureau of Land Management in Santa Fe, which were microfilmed by the University of New Mexico Library in 1955. The papers fall into four main categories: (1) Documents described in Vol. I of Ralph E. Twitchell's *Spanish Archives of New Mexico* (Cedar Rapids, Iowa, 1914); (2) Various indexes and record books kept prior to the establishment of the office of Surveyor General, including the index to Spanish and Mexican documents kept by Donaciano Vigil and the books in which land titles were recorded in accordance with the provisions of the Kearney Code; (3) Records of the Surveyor General of New Mexico; (4) Records of the Court of Private Land Claims. For filming the papers were arranged in 23 sections and filmed in numerical sequence within sections using numbers previously assigned to the documents or records. The *Guide* is basically a finding device, giving little or no information about cases.

Kimball, Stanley Buchholz.

Sources of Mormon history in Illinois, 1839-48, an annotated catalog of the microfilm collection at Southern Illinois University. 2d ed., rev. and enl., 1966. Carbondale, Library, Southern Illinois University [1966] 104 p. (Illinois. Southern Illinois University, Carbondale. Libraries. Bibliographical contributions, no. 1.)

1. Type of Microform: Microfilm (Any other type of photographic copy is noted.)

2. Availability and Price: Collection open to all qualified students and scholars. Prospective users should contact the Assistant Librarian for Readers' Services of the Lovejoy Library, Southern Illinois University, Edwardsville, where collection is housed. Southern Illinois University does not have the right to reproduce any of the documents. Permission to reproduce must be secured from the holders of the original documents who are designated.

3. Orders:

4. Annotated catalog of primary source materials, almost exclusively unpublished, relating to Mormon history in Illinois from 1839 to 1848. The *Catalog* is divided into eight parts: (1) Letters and documents; (2) Newspapers and periodicals; (3) Theses; (4) Indexes (The four indexes listed are typescript indexes to newspapers and collections represented in the collection.); (5) Appendices; (6) New Materials for Second Edition (Letters and documents, newspapers and periodicals, theses and miscellaneous items); (7) Materials on order, unavailable or omitted; (8) Name Index.

   Each item is cataloged in the same order as it appears on the microfilm.

Nussbaum, Frederick Louis.

A check list of film copies of archival material in the University of Wyoming Library from the Public Record Office, the India Office, the British Museum in London, the Archives Nationales in Paris. Collected and cataloged by F. L. Nussbaum. [Laramie] 1936. (University of Wyoming Publications. v. 2, no. 11, pp. 213-43. December 1, 1936)

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders:

4. Lists microfilms of archival materials collected by Mr. Nussbaum when he was a professor of history at the University of Wyoming. The purpose of the collection was to provide "materials that would serve as a basis for the training of advanced undergraduate and beginning graduate students in history in the delights and difficulties of working with unpublished materials. Hence the collection includes items of very diverse character . . . ."

U. S. National Archives.
List of National Archives microfilm publications.
1947- Washington (Its Publication)

Latest edition: 1968 (108 p.)

A61-9222

1. Type of Microform: Microfilm

2. Availability and Price: Positive prints may be purchased at prices quoted in the *List*. For most microfilm publications the National Archives can also furnish electrostatic (Xerox) paper copy of entire rolls of microfilm. The price of this type of reproduction can be determined by multiplying the cost of a specific roll of microfilm by 8.5.

3. Orders: Orders should ordinarily be made on General Services Administration Form 6784, Microfilm Order, or on institutional purchase order forms. Detachable copies of GSA Form 6784 are found in the *List*.

   Orders accompanied by remittances (check or money order made payable to the General Services Administration (NATS) should be sent to:

   Cashier
   National Archives and Records Service
   Washington, D. C. 20408

   All other correspondence concerning the microfilm publications program of the National Archives should be addressed to:

   Publications Sales Branch (NATS)
   National Archives and Records Service
   Washington, D. C. 20408

4. Lists and describes in a brief fashion the numerous series of records in the National Archives now available as microfilm publications. Over 130,000 rolls of master negative microfilm were available by January 1, 1968. Arranged for the most part according to the organization of the Government, the *List* is accompanied by an Appendix, Numerical List of Microfilm Publications with Corresponding Page Numbers, and an Index which provides a subject approach.

   "For many microfilm publications title pages and introductory materials have been prepared and filmed with the records. The National Archives now issues pamphlets reproducing these introductions to microfilm publications, many helpful indexes or lists, and roll-by-roll descriptions and price lists. Microfilm publications for which these pamphlets are available are indicated [in the *List*] by the symbol 'AP' after the price."

U. S. National Historical Publications Commission.
Catalog of microfilm publications. 3d ed. Washington, 1968. 17 p.

----- ----- *Supplement* (February 1969) 1 p.

----- ----- *Second Supplement* (November 1969) 2 p.

1. Type of Microform: Microfilm

2. Availability and Price: Available to anyone at price stated in *Catalog*.

3. Orders: An order for positive copies should be sent to the address indicated at the end of an entry. To this address also should be sent an order for certain rolls of a microfilm publication, for only the pamphlet accompanying the microfilm publication, or a request for interlibrary loan.

4. Lists the 72 microfilm publications of 24 participating repositories available as of July 1968 and the pamphlets describing them. The February 1969 *Supplement* lists Library of Congress card numbers for 13 of the microfilm publications and one revised entry, while the second *Supplement* dated November 1969 lists six additional publications completed and seven in progress.

Books and Pamphlets

American Studies Association. Committee on Microfilm Bibliography.
Bibliography of American culture, 1439-1875. Compiled and edited by David R. Weimer. Ann Arbor, Michigan, University Microfilms, 1957. 228 p.

57-4827

1. Type of Microform: Microfilm

2. Availability and Price: The "American Culture" series published as a single unit in 1941 by University Microfilms consists of 250 items of Americana and sells for $500.00 for the set. "American Culture II," a continuation of the original series is a combined microfilm-bibliographical enterprise which proposes to microfilm 5,000-6,000 scarce books pertaining to American civilization which were published before 1876. Approximately 100,000 pages per year are furnished as positive microfilm for an annual subscription price of $600.00.

   As they become available the books and pamphlets in this series are also available in enlarged size reproduced on regular book paper by Xerography at approximately ¢ per page including paper cover.

3. Orders: University Microfilms
   300 North Zeeb Road
   Ann Arbor, Michigan 48106

4. A selective basic bibliography of American books and pamphlets published before 1876 arranged by major categories such as Art and Architecture, History, Politics and Law, Mathematics, etc., each major category in turn being subdivided.

   Limited to publications in English except for a few foreign language items of special importance, and, limited also primarily, but not exclusively, to works written by Americans and published in the United States.

   Publications filmed in the original "American Culture" series (1941) are designated by the abbreviation "ACS" preceding the entry, while books and pamphlets published before 1876 but reissued after 1900 and not included in "American Culture II" are designated by an asterisk [*] preceding the entry.

British and Continental Rhetoric and Elocution. Ann Arbor, Michigan, University Microfilms, 1953. [11 p.]

1. Type of Microform: Microfilm

2. Availability and Price: The 16 reels of 35 mm microfilm comprising this project may be purchased for $225.00 (approximately 40,000 pages).

3. Orders: University Microfilms
300 North Zeeb Road
Ann Arbor, Michigan 48106

4. Lists the source materials on British and Continental rhetoric and elocution filmed in cooperation with the Microfilm and Microcards Committee of the Speech Association of America.

   Gives in order (1) the number of the reel; (2) number of the item corresponding to that assigned by the Committee making the selection; (3) author and title indicating date and place of publication if known; (4) symbol showing library owning the original; (5) remarks concerning the film item, e.g., "Pages out of sequence," "Volumes 2, 1, 3 in that order," etc.

Brown University. Library.

List of Latin American imprints before 1800, selected from bibliographies of José Toribio Medina, microfilmed by Brown University. Providence, 1952. 140 p.

A53-2246

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies are available. The approximate cost of any title, based upon the prevailing rate for microfilm, may be figured by consulting either the Medina bibliography listing the item or the Library of Congress printed catalogs. Specific estimates will be furnished upon request.

3. Orders: Brown University Library
Providence, Rhode Island 02912

4. Lists alphabetically by main entry 2,339 Latin American imprints before 1800 selected from six Medina bibliographies and microfilmed by Brown University Library. Since the *List* is primarily a finding list the main entry is followed by a short title, the place of publication, the date of publication, the Brown University call number, an abbreviated citation to the Medina bibliography, and the L. C. printed catalog card number.

   The Library of Congress holds positive microfilm copies of all titles which were presented by Brown University Library under an agreement that it would print cards for all items in the project. The filming, cataloging, and printing of catalog cards extended over the period 1940-1952.

Books and Pamphlets

Inter Documentation Company.
Communist Party of Indonesia documents on microfiche. [Zug, Switzerland, 1969] 14 p. (*Its* Special announcement, 1)

1. Type of Microform: Microfiche

2. Availability and Price: Entire collection available for Sw. fr. 312.50 (approximately $72.00). Periodicals may be ordered separately, but individual pamphlets cannot be supplied. Prices for four periodical titles indicated.

3. Orders: Inter Documentation Company AG
Poststrasse 9
Zug, Switzerland

4. Publications in this collection include those issued by the Communist Party of Indonesia, PKI (Partai Komunis Indonesia) and by its peasant and labor organizations during the years 1952-1965. If papers have been translated into English, both versions are included. The collection does not pretend to be complete, since it is almost impossible to determine even the titles of all PKI publications issued during the years covered.

The basic arrangement is chronological. For each item there is a translation of the title into English or a brief English explanatory note. Also given is a number which refers to a list kept at the International Instituut voor Sociale Geschiedenis, Azië-Afrika Dept. at Amsterdam, by means of which the original can be located.

Scottish Central Library, Edinburgh.

Out-of-print books and mss. on microfilm held in the Scottish Central Library. Edited by Miss J. A. Adams. 2d ed. Lawnmarket, Edinburgh, 1965. 69 p.

75-531

1. Type of Microform: Microfilm

2. Availability and Price: Positive prints, enlarged document paper prints, or Xerographic copies available. Prices for microfilms: negatives and positives 5d. a frame, reduced to 4d. a frame after the first 100 exposures. Minimum charge per order: 5s. Od.; prices for prints (prints made by reflex process where practicable; otherwise, made by photographically enlarging microfilm exposures): 8 x 11 inches, 2s. 6d.; 8 x 15 inches, 3s. 6d.; 13 x 15 inches, 3s 6d.; other sizes pro rata. Prices for Xerographic copies by arrangement.

3. Orders: Photographic Department
Scottish Central Library
Lawnmarket 1
Edinburgh, Scotland

4. Lists out-of-print books and manuscripts for which the Scottish Central Library has made a master microfilm negative. Arranged by the following groups: (1) General Works; (2) Scottish Family History and Biography; (3) Scottish Music; (4) Scottish Social and Economic History; (5) Scottish Travel and Description; (6) Scottish Miscellany. Within each group arrangement is alphabetical by author. For each item a brief annotation is given. There is no index.

Vatican. Biblioteca vaticana.

Riproduzioni in microfilm positivo di libri esauriti. Listino di vendita. no. 1- Luglio, 1957-

1. Type of Microform: Microfilm

2. Availability and Price: The *Listino di vendita* gives price in liras for positive print of each title listed.

3. Orders: Biblioteca Apostolica Vaticana
Città del Vaticano, Italia

4. The first number of this catalog published bears the date July 1957. The eleventh number dated January 1969 supersedes all previous numbers. It consists of 146 pages and lists alphabetically by author over two thousand titles of out-of-print books ranging in date from the 15th to the 20th century giving for each title full bibliographic information.

Government Publications

U. S. Library of Congress.

A guide to the microfilm collection of early state records, prepared by the Library of Congress in association with the University of North Carolina. Collected and compiled under the direction of William Sumner Jenkins; edited by Lillian A. Hamrick. [Washington] Library of Congress Photoduplication Service, 1950.
1 v. (various paging)

50-62956

----- ----- *Supplement.* Prepared by the Library of Congress in association with the University of North Carolina. Collected, compiled and edited by William Sumner Jenkins. [Washington] Library of Congress Photoduplication Service, 1951. xviii, 130 p.

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies are available in quantities of one or more reels at the currently published rates of the Photoduplication Service of the Library of Congress.

3. Orders: Photoduplication Service
Library of Congress
Washington, D. C. 20540

4. The *Guide* lists the contents of 1600 reels of film, while the *Supplement* indicates the contents of an additional 160 reels. It serves the dual purpose of (1) supplying the user with information as to the location (265 public and private collections) of the original of each document and its location on the reels and (2) providing a catalog from which orders for reproduction of portions of the collection may be made.

Records are listed by the following broad general classes: A. Legislative Records; B. Statutory Law; C. Constitutional Records; D. Administrative Records; E. Executive Records; F. Court Records. Each general class is further subdivided, e.g., A.1. Journals, Minutes and Proceedings; A.2. Legislative Debates; A.3. Proceedings of Extraordinary Bodies; A.4. Committee Reports, etc.

Special Classes, which are listed in the *Supplement*, are: L. Local Records -- County and City; M. Records of American-Indian Nations; N. Newspapers; R. Rudimentary States and Courts; X. Miscellany.

U. S. National Archives.

Federal population censuses, 1790-1890; a price list of microfilm copies of the schedules. Washington, 1969. 186 p. (*Its* Publication no. 69-3)

70-605086

1. Type of Microform: Microfilm

2. Availability and Price: Positive prints available at prices quoted. Enlargements from microfilm copies also available. Prices furnished on request.

3. Orders: *Price List* has six detachable blank order forms (GSA Form 6784A). Use of this form will help to speed processing of an order. Checks or money orders should be made payable to the General Services Administration and sent to:

   Cashier
   National Archives and Record Service
   Washington, D. C. 20408

4. Lists copies of the original Federal population census schedules for 1800-90, the volumes published by the Bureau of the Census in 1907-8 giving the names of heads of families as shown in the 1790 census schedules, a card index to those entries in the 1880 census schedules relating to households including a child aged 10 or under, and the 1890 special census schedules enumerating Union Veterans and Widows of Union Veterans of the Civil War.

Arranged chronologically by census year and then alphabetically by name of State or Territory, and next, in general, alphabetically by county. For each microfilm publication is given (1) microcopy number; (2) total number of rolls and their price; (3) price of the microfilm for each State and Territory; (4) a complete list of microfilm rolls showing its numbers, contents, and price.

Newspapers

Hebrew Union College – Jewish Institute of Religion. American Jewish Periodical Center.
Jewish newspapers and periodicals on microfilm, available at the American Jewish Periodical Center. Cincinnati, 1957, 56 p.

----- ----- *Supplement.* 1st- Cincinnati, 1960-

57-13466 rev.

Note: The *First Supplement*, by Herbert C. Zafren is reprinted from *Studies in Bibliography and Booklore.* v. 4, no. 2 (December 1959).

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies available on interlibrary loan. The Center maintains a file of master negatives for making positive copies. "When the Center acquires a positive film from another negative holder, it makes another copy as a master, unless it is assured that the holder of the negative is giving it master negative care." Price not given.

3. Orders: American Jewish Periodical Center
Hebrew Union College – Jewish Institute of Religion
3101 Clifton Avenue
Cincinnati, Ohio 45220

4. Lists American Jewish newspapers and periodicals microfilmed by the Center through 1959. The goal of the Center's microfilming program is to film through 1925 all Jewish newspapers and periodicals published in the United States, regardless of language. For the period after 1925 only a selected group of serials will be filmed.

The arrangement is alphabetical by state and city, with a division by language under city. Bibliographical details given are those essential for identification. In many instances useful notes are added. In the basic list location of the original is not given. Although the *First Supplement* does not identify all owners of the originals, those whose files were used in filming are indicated. The *Supplement* also provides a statement of missing numbers, gives the approximate number of feet of film if less than one reel, and corrects errors in the basic list.

Illinois. State Historical Library, Springfield.
Newspapers in the Illinois State Historical Library [Springfield, 1964] 447-560.
A-64-862

The cover title states "Published for the Illinois State Historical Library from *Illinois Libraries,* June, 1964."

1. Type of Microform: Microfilm

2. Availability and Price: The papers listed may be obtained, two reels at a time, through normal interlibrary loan procedures. If the Library owns the negative, positive film may be obtained by other institutions at cost. (List does not indicate whether Library holds negative.)

3. Orders: Inquiries should be addressed to:

   Illinois State Historical Library
   Centennial Building
   Springfield, Illinois 62706

4. Lists newspapers on microfilm (28,000 positive reels on June 1, 1964) held by the Illinois State Historical Library. The largest number of papers are from Illinois, but also listed are out-of-state and foreign papers. Arrangement is by place of publication and then alphabetical by title. Special lists record: (1) special and commemorative editions; (2) soldier and ordnance plant papers; (3) campaign newspapers; (4) Illinois files by county; (5) missing issues.

   A list of later acquisitions appeared as v. 49, no. 6 (June 1967) of *Illinois Libraries*. On June 1, 1967, the number of reels of positive microfilm had increased to 32,000.

U. S. Library of Congress. Union Catalog Division.
Newspapers on microfilm. [1st] - ed. Washington, Library of Congress, 1948-

Latest edition: 6th, 1967 (487 p.)

53-60042 rev. 2

1. Type of Microform: Microfilm

2. Availability and Price:

3. Orders: The symbol "N:" is used to indicate the source (library or commercial firm) from which positive microform copies are available. Prices must be secured by applying to the holder of the negative. Information relative to availability on interlibrary loan likewise must be secured from the library holding the film.

4. Contains approximately 21,700 entries, representing 4,600 foreign and nearly 17,000 domestic newspapers. Indicates locations of both positive and negative microfilm copies. Bibliographical data given are minimal, but adequate for the identification purposes.

   Arrangement is geographical by state and city for the United States, by province and city for Canada and the French West Indies, and simply by city for other countries. American Samoa, Guam, Okinawa, Puerto Rico, and the Virgin Islands appear alphabetically among the states of the United States.

Periodicals

American Periodicals, 18th century – 1800-1850. A consolidated index to the microfilm series of 18th century periodicals and to the first 10 years of the 1800-1850 series. Ann Arbor, Michigan, University Microfilms, 1956. 19 p.

1. Type of Microform: Microfilm

2. Availability and Price: *American Periodicals of the 18th century (1741-1800)* available as a unit (approximately 75,000 pages) for $500.00. *American Periodicals (1800-1850)* available at an annual subscription rate of $600.00 (approximately 100,000 pages per year).

3. Orders: University Microfilms
   300 North Zeeb Road
   Ann Arbor, Michigan 48106

4. Following the style of the *Union List of Serials* for identification purposes, the entries, which are alphabetically arranged, show the portion appearing in the film series and refer to the microfilm reel in which that portion appears. Reel numbers referring to the Eighteenth Century Series are indicated as (18th C). For most purposes the *Consolidated Index* supersedes the first ten annual lists (Item no.).

American periodical series, ser. 2, 1800-1850. [List of contents] Year 11- . Ann Arbor, Michigan, University Microfilms, 1957- . Annual.

1. Type of Microform: Microfilm

2. Availability and Price: *American Periodicals (1800-1850)* [Ser. 2] available at an annual subscription rate of $600.00 (approximately 100,000 pages per year).

3. Orders: University Microfilms
   300 North Zeeb Road
   Ann Arbor, Michigan 48106

4. Volumes for first ten years of the project superseded by a consolidated index (Item no.).

   Lists the titles included in the project for microfilming American periodicals (1800-1850). Arrangement is by reel number, the numbering being alphabetical by title for the microfilming completed during each year.

Paoletti, Odette.

Périodiques et publications en série concernant les sciences sociales et humaines, liste de reproductions disponible dans le commerce (microformes et reimpressions). *Periodicals and serials concerning the social sciences and humanities,* current list of available reporductions (microforms and reprints). Paris, Maison des Sciences de l'Homme, Service Bibliothèque-Documentation, 1966. 2 v.

----- ----- *Supplement*, 1967/68. Paris, Maison des Science de l'Homme, Service Bibliothèque-Documentation [1968?] 2 v.

67-100583

1. Type of Microform: All types

2. Availability and Price: Prices cited are taken from publishers' catalogs of ca. 1966.

3. Orders: Orders should be sent to publisher.

4. This list is the result of activities carried on over a three-year period by the Service Bibliothèque-Documentation of the Maison des Sciences de l'Homme in building up an extensive collection of periodicals and serials in the social sciences and humanities.

   Arrangement is alphabetical by title. The following information is given for each title: (1) place of publication; (2) years reproduced; (3) process of reproduction (reprint, microfilm, microfiche, microprint, microcard); (4) publisher; (5) current prices (i.e., those taken from the catalogs (ca. 1966) of 64 publishers).

   The 1967/68 *Supplement* based on publishers' catalogs or notices received between January 1967 and January 1968 adds 1,330 new titles and 30 new publishers, giving a total of 1,855 titles available from 94 publishers.

Wisconsin. State Historical Society.

Labor papers on microfilm; a combined list. Madison, 1965. 66 p. (*Its* Guides to historical resources)

65-63011

1. Type of Microform: Microfilm

2. Availability and Price: Positive copies available from the library holding the master negative. When a price is stated, it is for the full span of years given in the entry. If no price is indicated, or if only a portion of a film is wanted, inquiries should be directed to the library holding the negative.

   The Society takes continuing subscriptions to microfilm copies of currently published titles with the understanding that they will be filmed only in three-year cumulations. Master negatives are not available on interlibrary loan from the Society, but it does lend positive copies for a fee of $1.00 per reel borrowed.

3. Orders: State Historical Society of Wisconsin
   816 State Street
   Madison, Wisconsin 53706

4. A combined list of holdings of 13 libraries owning master negatives. It does not presume to give complete coverage of the field, but listings were solicited from all libraries known to have filming programs. Limited in general to titles published in the United States. Canadian labor journals are being filmed by the Department of Labour of Canada (Item no.).

Organization of the *List* follows closely that used by Bernard G. Naas and Carmelita Sakr in their *American Labor Union Periodicals, a Guide to their Location* (Ithaca, 1956). Entries provide only a minimum of bibliographic information, since details are available in the above *Guide*.

Included are union periodicals, general labor periodicals and newspapers, state and local periodicals and newspapers, socialist and communist periodicals, anarchist periodicals, liberal and reform periodicals, farmer organization periodicals and 18 general periodicals.

Materials of Various Types

American Library Association. Association of College and Research Libraries.
ACRL microcard series – abstracts of titles. (In *College and research libraries*. vol. 15, p. 356-61 (July 1954), p. 483-84 (October 1954); vol. 16, p. 117-18 (January 1955), p. 225-26 (April 1955), p. 325 (July 1955), p. 433-34 (October 1955); vol. 17, p. 359-61 (July 1956), p. 533-34 (November 1956); vol. 18, p. 343 (July 1957); vol. 19, p. 260-61 (May 1958), p. 428-30 (September 1958); vol. 20, p. 260 (May 1959); vol. 21, p. 186-88 (March 1960); p. 406 (September 1960); vol. 22, p. 314-15 (July 1961), p. 488 (November 1961); vol. 23, p. 267 (May 1962); vol. 24, p. 333, 344 (July 1963); vol. 25, p. 54 (January 1964); vol. 26, p. 159, 175 (March 1965), p. 410, 441 (September 1965) and *ACRL news; a supplement to College and research libraries*. no. 2, p. 29-31 (April 1966))

1. Type of Microform: Microcard

2. Availability and Price: Individual titles available for purchase at prices given. Standing orders accepted.

3. Orders: Microcard Editions, Inc.
901 26th Street, N.W.
Washington, D. C. 20037

4. Abstracts of titles published in the series, which is devoted to works in all fields of librarianship and bibliography which, for technical reasons, are not suitable for publication as an article in a periodical, a letterpress book, or an ACRL monograph. Dissertations and theses available in microform from another source are excluded.

Latest listing in 1966 shows a total of 162 titles published. The first one hundred titles published were not assigned a number in the listings. However, in no. 100 of the series a complete list of the first one hundred titles is given.

American Theological Library Association. Board of Microtext.
List of microfilms available. Revised to April 1967. New Haven [1967] 23 p.

1. Type of Microform: Microfilm

2. Availability and Price: Positive microfilm (35mm) of the titles listed can be supplied at the prices indicated (net plus postage). Positive prints of specific parts of most films can be supplied at $ .14 per lineal foot with a minimum charge of $5.00 for each order. Estimates of cost available upon application.

3. Orders: Mr. Raymond P. Morris, Chairman
ALTA Board of Microtext
409 Prospect Street
New Haven, Connecticut 06510

Film is shipped directly from the Photoduplication Department of the University of Chicago Library with an accompanying invoice; but payment should be made to the American Theological Library Association, Board of Microtext and mailed to Mr. Morris at the above address.

4. Lists manuscripts, monographs, and periodicals which have been filmed by the ATLA Board of Microtext which operates a non-profit educational program to produce microfilm and Xerox copy for the benefit of the Association and others.

The materials filmed are primarily those required for research in theology. In addition to individual titles, the *List* gives the contents of the ten units (35 reels) comprising the "Microfilm Corpus of American Lutheranism."

Diaz, Albert James.
Selected list of microreproduced material relating to Latin America. Submitted for the ninth Seminar on the Acquisitions of Latin American Library Materials, Washington University Libraries, St. Louis, Missouri, June 25-27, 1964. [n.p., 1964?] 10 l. [Seminar on the Acquisitions of Latin American Library Materials. 9th, Washington University, St. Louis, Missouri, 1964. Working paper, no. 6]

1. Type of Microform: All types included

2. Availability and Price: Type of microform and price given for each title.

3. Orders: Publisher given for each title.

4. A selected list, alphabetically arranged by author, of materials available on various types of microform from 14 commercial firms and institutions in the United States.

Field, Henry.
List of documents microfilmed: 1941-1955. [Coconut Grove, Florida] 1956. 32 p.
56-52124

1. Type of Microform: Microfilm

2. Availability and Price: Positive microfilm may be purchased at currently published prices.

3. Orders: Photoduplication Service
Library of Congress
Washington, D. C. 20540

4. Lists the microfilmed material placed in the American Documentation Institute, c/o Photoduplication Service, Library of Congress, by Henry Field, well known physical anthropologist. Consisting of original contributions, articles, statistical tables, maps and photographs, most of the material is supplementary to Field's publications on Southwestern Asia. Arrangement is under ten regional categories: A. Southwestern Asia; B. Northeast and East Africa; C. Union of Soviet Socialist Republics; D. Europe; E. China; F. Caribbean; G. Mexico; H. South America; I. Miscellanea; J. West Pakistan.

Descriptive notes accompany many entries.

Queensland. University, Brisbane. Press.
Microform catalogue, 1969-70. [Brisbane, 1969] 23 p.

1. Type of Microform: Microfilm

2. Availability and Price: Positive prints available at prices stated. Changes in price are liable to alteration without further notice.

3. Orders: Microform Division
University of Queensland Press
St. Lucia
Brisbane, Australia

Orders originating in the United Kingdom and Europe should be directed to:

Christopher Hurst
13 James Street
London, W. C. 2, England

Orders originating in the United States and Canada should be directed to:

Richard Abel & Co., Inc.
Box 4245
Portland, Oregon 97208, U. S. A.

4. The Microform Division of the University of Queensland Press was established in 1968 to help disseminate important research material. This *Catalogue* lists government publications, books, theses, serials and newspapers. For items not yet published, publication dates are given. Arranged under the following headings: (1) History, government, and economics; (2) Doctoral Theses – Humanities; (3) Doctoral Theses – Sciences; (4) Australian literature; (5) Newspapers. Each item is accompanied by useful notes.

Tennessee. State Library and Archives, Nashville. Restoration and Reproduction Division.
Negative microfilm in the Restoration and Reproduction Section, Tennessee State Library and Archives. Nashville, Tennessee State Library and Archives [1965?] 22 *l.*

66-63420

1. Type of Microform: Microfilm

2. Availability: Positive copies may be purchased.

   Price: $9.00 per roll; $7.00 for certain rolls of miscellaneous materials designated "short rolls."

3. Information and Orders: Director
   Restoration and Reproduction Division
   Tennessee State Library & Archives
   Nashville, Tennessee 37219

4. A list of the 35mm non-perforated microfilm offered to the public for study and research by the Tennessee State Library and Archives.

   Includes 6,000 rolls of master negative microfilm of Tennessee newspapers; 2,500 rolls of records from seven counties; and miscellaneous material including newspapers, unpublished county histories, unpublished theses, genealogical material and out-of-print books.

Appendix B

MICROFILM PUBLICATIONS SPONSORED BY THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The microfilm publication program sponsored by the National Historical Publications Commission (itself a mixed government and private body functioning under the auspices of the National Archives and Records Service) grew out of the Commission's *Report to the President* in 1963, which stated that the Commission would give "increased encouragement to the use of microfilm and other means of reproduction as a means of making available large collections of documents for which printing is anappropriate" but which are of national significance for scholarly research. Such a program, to be supported by federal grants, was authorized for five years by Public Law 88-383 (1964) and has since been renewed because of its conspicuous success.

In another sense, the program grew from the older, vaster, more familiar, and still continuing microfilm publications program of the National Archives, perhaps the most imaginative and fruitful undertaking of its kind in archival history, but the special feature of the new program was, and is, that, although the government furnishes financing and helps to plan and oversee the standards of the work, individual institutions carry out the work on their own collections and market the product in the form of microfilm editions.

The chief purpose of the program was, as former Archivist Wayne Grover has said, to help equalize opportunities for scholarship throughout the nation. (See Wayne C. Grover, "Toward Equal Opportunities for Scholarship," *Journal of American History,* 52 [March 1966] : 715-724). By means of NHPC grants during the last five years, 21 institutions have produced 78 titles in 1,703 reels of film, and many more are in course of production. The institutions and the collections filmed range from the Academy of Natural Sciences of Philadelphia, which issued its Minutes and Correspondence, 1812-1924, in 38 reels, to the State Historical Society of Wisconsin, which has published its collection of the papers of the Socialist leader, Morris Hillquit, 1886-1948, in 10 reels.

A very distinctive feature of these film publications from an editorial and scholarly point of view is that all of them have been accompanied by carefully prepared and *separately printed* guides to the contents of the materials filmed. The guides vary in depth of coverage (some have full name indexes; others confine themselves to brief introductory explanations and reel lists), but since they can be and are being catalogued by libraries, each pamphlet guide has independent reference value, and cumulatively they are beginning to constitute a small library of prime interest to researchers in a variety of fields.

LIBRARY OF CONGRESS PRESIDENTIAL PAPERS ON MICROFILM

The publication program for Presidential papers on microfilm began somewhat earlier than that of the NHPC, having been authorized by Public Law 85-147 (1957), which was largely the product of President Truman's enthusiasm for documenting the American Presidency. Later amended and extended, this law authorized appropriations "to arrange, index, and microfilm the papers of the Presidents in the Library of Congress" as a means of insuring their contents against loss and of promoting their study and use.

By the end of 1969, 18 of the Library's 23 collections of Presidential papers (in each case the principal collection in existence, though ranging in size from 631 pieces for John Tyler to more than half a million pieces for William Howard Taft) had been published on film. Those now "in print" extend chronologically from George Washington to Calvin Coolidge, and the total number of reels amounts to 1,158.

Each set is accompanied by a separate index which contains full and often extremely valuable accounts of provenance, a reel list, and an item-by-item alphabetical index of the documents. Positive prints of all reels are available not only for purchase but for loan.

An authoritative early account of this project is Fred Shelley, "The Presidential Papers Program of the Library of Congress," *American Archivist*, 25 (October 1962): 429-433.

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